

**MINUTES OF THE
PROFICIENCY TESTING COMMITTEE MEETING
APRIL 09, 2002**

The Proficiency Testing Committee of the National Environmental Laboratory Accreditation Conference (NELAC) met by teleconference on Tuesday, April 09, 2002, at 1:00 p.m., Eastern Daylight Time (EDT). The meeting was led by Chair Ms. Barbara Burmeister of the Wisconsin State Laboratory of Hygiene. The Agenda is given in Attachment A. A list of Action Items is given in Attachment B and the List of Participants is given in Attachment C. *The purpose of the meeting was to address items of importance identified in the meeting agenda.*

INTRODUCTION

The teleconference commenced with Ms. Burmeister taking roll call and reviewing the Agenda.

TOPICS OF DISCUSSION

Minutes and Action Item Review

Minutes from the teleconference of March 26, 2002, were reviewed and accepted as written. The action items were reviewed and the status is shown in Attachment B.

Quick Response PT Workgroup Report

Dr. Anand Mudambi reported on the workgroup concerns and presented his proposed standard changes to Section 2.7.3.1, Supplemental PT Studies for Demonstrating Corrective Action. Dr. Mudambi requested Proficiency Testing Committee inputs regarding the following concerns and suggested that some could be resolved in an FAQ.

- *Stability of previously released PT samples* – Proposed language for Section 2.7.3.1b was read and discussed. It was agreed that Dr. Ralph Obenauf will draft a polling survey for review and discussion with Dr. Mudambi. Once finalized, Dr. Obenauf will distribute the survey to the PT providers.
- *Analytical Values of previously released PT samples are known and release of PT samples to a laboratory in a network* – It was suggested that only those laboratories who participated in a study would have access to previously released PT study results on the internet which would be password protected. It was suggested that this concern could be addressed in an FAQ, however it was recommended that the workgroup obtain PT provider input. The committee discussed who would be responsible for determining whether the laboratory was part of a network. With the constantly changing laboratory environment, the committee recommended that it would be the responsibility of the laboratory to notify the PT provider that their lab is part of a network.
- *Corrective Action PT Studies not applicable to laboratories that failed two PT studies in a row* – Dr. Mudambi recommended that this concern could also be addressed in an FAQ. It was agreed that the Accrediting Authorities could use their own discretion in accepting or rejecting

corrective action PT studies if accompanied by paperwork demonstrating that the problem, which originally caused the failure, had been properly resolved by the laboratory.

- Analysis of Corrective Action PT Studies at least 15 days from closing date of one study to the shipment date of another study for the same field of proficiency testing – This date change was made to be consistent with Section 2.7.2 - Requirement of Initial Accreditation.

Dr. Mudambi will take the committee's input to the workgroup and have final proposed language for the next teleconference.

Finalize Technology Codes

Dr. Tom McAninch presented the revised list of PT Technology Codes for review. It was agreed that the list is final from this committee's standpoint. It was recommended and agreed that the list should be provided to Dr. Kenneth Jackson of the Program Policy & Structure Committee. Once approved by Program Policy & Structure, the list will be posted on the NELAC website.

Status of Revised Analyte and Method Code Lists

Dr. Obenauf reported that revised method codes are in progress and that he had recently sent a request to PT providers and accrediting authorities requesting their opinions on the use of method code combinations. Dr. Obenauf will report the results at a later teleconference.

Status of FOT Acceptance Criteria Subcommittee

Ms. RaeAnn Haynes reported that she is still in the process of developing an agenda and expects to have an initial FOT Acceptance Criteria subcommittee meeting by April 18, 2002.

Appendix D – Ongoing Monitoring Criteria Subcommittee Report

Dr. Obenauf reported that a list of potential monitoring criteria is being developed which will be sent to the subcommittee for review and discussion. He will report the results to the Proficiency Testing Committee at an upcoming teleconference.

Proposed Changes to Chapter 2 and Appendices

Ms. Burmeister reviewed the proposed language changes with the committee and the results or action items are summarized below.

Section 2.3 – Effective Date of Standards for PT Providers – The committee reviewed the draft language and it was proposed that the text should be amended to reflect that the PT providers have the same amount of time as the laboratories and accrediting authorities to meet the requirements. Some committee members felt that PT providers should make changes immediately so laboratories have more time to come into compliance with the changes. Also, this proposed change may have an effect on the accrediting authorities. Ms. Burmeister will forward the draft language to the NELAP AAs requesting their input prior to finalizing the proposed language.

Section 2.5 – Analyzing QC Standards and PT Samples – Ms. Burmeister presented draft language for review by this committee which was accepted. She posed the question as to whether this text should be in an FAQ or included as part of the Standard. The committee discussed and decided that the language should be rewritten for inclusion into the NELAC Standard. Ms. Burmeister requested that input from this committee be sent to her via email. She will redraft the text accordingly for further review by this committee.

Section 2.7.2 – Initial or Continuing PT Studies – Ms. Marykay Steinman relayed concerns she had received regarding the proposed language change from “approximately six” to “no more than seven months.” This language refers to the time between completion dates of successive proficiency testing studies when a laboratory is trying to obtain or maintain accreditation. The committee agreed not to make the language change but to include the “no more than seven months” text in an FAQ. It was recommended and agreed to use the FAQ dated March 12, 2002.

Appendix G – Ms. Burmeister stated that there will be proposed language changes to Appendix G. Dr. John Griggs will report on this topic at the next scheduled teleconference.

Comments/Questions Received

Follow-up to comment from James Parker, Air Toxics – The committee discussed the VOST technology. VOST is definitely not a soil matrix and would better fit into the CWA matrix until there is PT specifically for VOST. The committee decided to make a recommendation to the NELAP AA group to allow any laboratory that uses the VOST technology to meet the PT requirement with CWA PT samples. The committee will also recommend that the NELAP AAs use their judgement regarding specialized matrices and what specific PTs will satisfy the PT requirements. Ms. Burmeister will draft the Proficiency Testing Committee recommendation and submit it to the NELAP AAs.

Nomination of One Voting and One Contributing Member

Ms. Burmeister announced that she will rotate off as Chair of Proficiency Testing Committee this year. She also indicated that since Ms. Cindy Nettrour resigned, Ms. Steinman should be allowed to complete the remainder of Ms. Nettrour’s term since Ms. Steinman has only been on the committee for three years. Also, it would be difficult to find an interested person who could contribute to the committee for one year only. Ms. Burmeister made this recommendation to Ms. Silky Labie who will request concurrence from the Board of Directors.

The committee will need one voting and one contributing member. The list of potential nominations for committee members was distributed to the committee. It included 12 voting member candidates and 14 contributing member candidates. The needs and requirements for this committee were discussed. Ms. Burmeister will either email or send nomination forms of interested people to the committee. The committee will finalize the nominations during the next scheduled teleconference.

ADJOURNMENT

The meeting was adjourned as the allotted teleconference time expired. Agenda items not discussed were deferred until the next scheduled teleconference.

NEXT MEETING

The next Proficiency Testing Committee teleconference is scheduled for April 23, 2002, at 1:00 p.m., EDT.

**AGENDA
PROFICIENCY TESTING COMMITTEE MEETING
APRIL 09, 2002**

1. Minutes and status of action items from March 26, 2002 teleconference
2. Quick response PT subcommittee report (Anand)
 - Proposed language changes to Section 2.7.3.1
3. Finalize technology codes (Tom)
4. Status of revised analyte and method code lists (Ralph)
5. Status of FOT Acceptance criteria subcommittee (RaeAnn)
6. Appendix D – Ongoing monitoring criteria subcommittee report (Ralph)
7. Proposed changes to Chapter 2 and appendices
 - Section 2.3 – Effective date of standards for PT providers
 - Section 2.5 – Analyzing QC standards and PT samples
 - Section 2.7.2 – Initial or Continuing PT Studies
 - Appendix G (will be discussed on 4/23/02)
8. Comments/questions received
 - Follow-up to comment from James Parker, Air Toxics
9. Nomination of one voting and one contributing member
10. EPA/NIST items
11. Membership and Outreach Committee update
12. Other items or issues

**ACTION ITEMS
PROFICIENCY TESTING COMMITTEE MEETING
APRIL 09, 2002**

Item No.	Date Proposed	Action	Date to be Completed
1.	03/26/02	Redraft requirement language regarding Quick Response PT for review by PT Committee (Steinman/Mudambi)	ASAP
2.	03/26/02	Provide revised Technology Codes list to Dr. Kenneth Jackson (McAninch)	04/23/02
3.	03/26/02	Revise Analyte and Method Code Lists; obtain opinions from stakeholders on method combinations (Obenau)	ASAP
4.	03/26/02	Report on Radiochemistry FOT Subcommittee (Griggs)	04/23/02
5.	04/09/02	Draft polling survey to Dr. Mudambi regarding previously released PT Samples (Obenau)	04/13/02
6.	04/09/02	Quick Response PT Workgroup finalize proposed language (Mudambi)	04/23/02
7.	04/09/02	Send Section 2.3 draft language to NELAP AAs for review and comments (Burmeister)	ASAP
8.	04/09/02	Section 2.5 comments to Ms. Burmeister (Committee)	ASAP
9.	04/09/02	Redraft and review Section 2.5 with Committee (Burmeister)	04/23/02
10.	04/09/02	Acceptance Criteria Subcommittee Meeting (Haynes)	04/18/02
11.	04/09/02	Draft recommendation to AAs regarding Parker Comment (Burmeister)	ASAP

**LIST OF PARTICIPANTS
PROFICIENCY TESTING COMMITTEE MEETING
APRIL 09, 2002**

Name	Affiliation	Address
Burmeister, Barbara, Chairperson	Wisconsin State Laboratory of Hygiene	T: (608) 265-1100 F: (608) 265-1114 E: burmie@mail.slh.wisc.edu
Griggs, John (absent)	USEPA/OAR	T: (334) 270-3450 F: (334) 270-3454 E: griggs.john@epa.gov
Haynes, RaeAnn	State of Oregon DEQ	T: (503) 229-5983 F: (503) 229-6924 E: haynes.raeann@deq.state.or.us
Jackson, Larry	Environmental Quality Management	T: (603) 924-6852 F: (603) 924-6346 E: lpjackson@msn.com
McAninch, Tom	Eastman Chemical Company	T: (903)237-5473 F: (903)237-6395 E: twmcan@eastman.com
Miller, Michael	NJ DEP - Lab Certification Office of QA	T: (609) 633-2804 F: (609) 777-1774 E: mmiller1@dep.state.nj.us
Mudambi, Anand	US Army Corps of Engineers	T: (703) 603-8796 F: (703) 603-9112 E: mudambi.anand@epa.gov
Obenauf, Ralph	SPEX CertiPrep, Inc.	T: (732) 549-7144 F: (732) 603-9647 E: robenauf@spexcsp.com
Steinman, Marykay	M.J. Reider Associates, Inc.	T: (610)374-5129 F: (610)374-7234 E: msteinman@mjureider.com
Brediger, Arlyn (contractor support)	Anteon Corporation	T: (702) 731-4233 F: (702) 731-4027 E: abrediger@anteon.com
Scheffler, Erin (contractor support)	Anteon Corporation	T: (303) 895-1110 F: (303) 816-4183 E: escheffler@anteon.com